



**INDIANA ARTS  
COMMISSION**  
MAKING THE ARTS HAPPEN

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**Grant Period**

(Calendar Year 2017)  
January 1 – December 31, 2017

**Grant Information Webinars**

[July 19, 2016 for individuals  
at 6:30 p.m.](#)

[July 20, 2016 for organizations  
at 10:00 a.m.](#)

**Artists on-site Workshops**

Sundays: July 10 & 31; August 14,  
[\(More information here.\)](#)

**Application due 4:30 p.m.**

September 6, 2016 for organizations  
September 13, 2016 for individuals

**Public Review Panel**

October 2016  
[\(More information here.\)](#)

**Final report due 4:30 p.m.**

January 16, 2018 for organizations  
January 18, 2018 for artists

\* All times eastern

## Arts in the Parks and Historic Sites CY17 Guidelines



*Barbara Zech, Arts in the Parks CY16 at Spring Mill State Park*

**The Arts in the Parks and Historic Sites application must be completed in the [IAC's online grant system](#).** Internet links in this document provide further clarification and instruction. **Please read linked information thoroughly.**



These guidelines will be made available upon request to meet special needs.

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[www.IN.gov/arts](http://www.IN.gov/arts)

The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program.



Memories made naturally.



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## Official Program Guidelines

It is essential to understand ALL guideline requirements. Grant recipients must be able and willing to fulfill every requirement listed to receive a grant for its application. Failure to do so may be deemed a breach of contract with the State of Indiana and can result in application rejection, delay in payment, and/or fund rescindment and required grant repayment.

### About the Arts in the Parks and Historic Sites Program

Launched to celebrate the State's Bicentennial, IAC's 50th Anniversary, and State Parks Centennial, Arts in the Parks and Historic Sites continues as a collaborate legacy to these important milestones.

Arts in the Parks and Historic Sites is a partnership between the [Indiana Arts Commission \(IAC\)](#), [Indiana Department of Natural Resources \(DNR\)](#), and historic sites owned by the [Indiana State Museum and Historic Sites \(ISMHS\)](#). This collaborative legacy program enables the creation of arts activities for the public to enjoy at parks, forests, and historic sites across the state.

### Description

Drawing upon the wealth of artistic talent across the state, Arts in the Parks and Historic Sites weaves art – from traditional to contemporary - into our state's rich cultural heritage, natural beauty, and rural settings. Arts in the Parks and Historic Sites will provide funding for Indiana arts organizations, Indiana non-arts organizations,\* and Indiana individual artists to bring arts programs and activities to local communities in participating state parks, forests, and historic sites promoting public engagement in the state park/forest/historic site system.

Projects to the public (tourists, visitors, local residents, etc.) may include, but are not limited to: artist residencies, performing arts events, exhibitions, educational residencies, and hands-on arts activities for citizens and visitors of all ages. Programs should be tailored to the unique assets represented in each historic site, park or forest property with minimum impact on staff and property. For information on participating State Historic Sites, [click here](#). For information on participating DNR properties, [click here](#).

\* Non-arts organizations do not have the arts as their primary mission. They include pre-K, elementary, secondary, schools, and, in some cases colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; professional associations; public libraries; museums, public broadcast stations; health and human service agencies; and other public agencies and private nonprofit tax-exempt community based organizations.

### The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

### The Department of Natural Resources

The mission of the [Indiana Department of Natural Resources](#) is to protect, enhance, preserve, and wisely use natural, cultural, and recreational resources for the benefit of Indiana's citizens through professional leadership, management, and education.

### Indiana State Museum and Historic Sites

The mission of the [Indiana State Museum and Historic Sites](#) is to celebrate, explore and steward all that is authentically wondrous about Indiana.

ISMHS is a forward-thinking, unparalleled resource for learning about and appreciating Indiana and its role in the world. Comprised of the Indiana State Museum in Indianapolis and 11 historic sites around the state of Indiana, we discover, collect, preserve, interpret and present artifacts and exhibitions that showcase the stories of Indiana's natural and cultural history, art, and science. Providing access to Indiana's artistic and cultural history is at the heart of our mission: to celebrate, explore, and steward all that is authentically wondrous about Indiana.

The State Historic Sites throughout Indiana are monuments to Indiana's artistic, cultural and natural heritage.

## Applying for Arts in the Parks and Historic Sites

All documents submitted to the Indiana Arts Commission are considered a public document and are subject to a public information request.

### Online Application

- Applications are available and must be submitted through the [online IAC grants system](#). The PDF version of the application for individuals or for organizations can be found here (however, applications must be completed through the online system.)
- More information on how to use the IAC online system can be found [here](#).
- All applicants and grant recipients are required to create and update profile. Profile information must contain the current, primary contact's email address. IAC staff cannot provide advanced technical help for computer or software-related problems.
- All applicants are strongly encouraged (not required) to submit artistic documentation. Any and all artistic documentation may be used for panel evaluation.
- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application.
- Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.
- Once you have submitted your application you WILL receive an email to that effect.
- Late applications will NOT be accepted.

### Grant Request Amount

Arts in the Parks and Historic Sites applicants may request funding from \$500 to \$3,000 for allowable project expenses. Total project expenses must be at least \$500, any project below this amount is ineligible for funding. For organizations, the total request amount cannot be greater than 15% of the organization's most recently completed operating year income total.

### Match Requirement

There is NO Match requirement for Arts in the Parks and Historic Sites CY2017 program.

### Grant Timeline \*(EDT through 11/6 • all other times are EST)

- July 19, 2016, 6:30 p.m..... Grant information webinar [for Individuals](#)
- July 20, 2016, 10:00 a.m..... Grant information webinar [for Organizations](#)
- July/August 14, 2016 (1:30-4:30 p.m.)..... Artist community engagement workshops
  - July 10 ..... Fort Harrison State Park (Indianapolis)
  - July 31 ..... Indiana Dunes State Park (Chesterton)
  - August 14 ..... Brown County State Park (Nashville)
- September 6, 2016, 4:30 p.m..... Application deadline [for Organizations](#)
- September 13, 2016, 4:30 p.m..... Application deadline [for Individuals](#)
- November 2016..... Grant review panel

- December 2016.....Award notification
- February–March 2017.....First Payment – 75%
- March 1, 2017.....Deadline to schedule Program at site
- January 16, 2018, 4:30 p.m.....Final Grant Report due [for Individuals](#)
- January 18, 2018, 4:30 p.m.....Final Grant Report due [for Organizations](#)
- March–April 2018.....Final Payment – 25%

### Grant Information Webinar and Workshops

Prospective applicants are encouraged to attend a grant information webinar or workshop for Arts in the Parks and Historic Sites. Workshop and webinar information will be posted on the program's webpage. Webinars and workshops are not required but highly encouraged.

### Program Considerations

- Project must take place in at least one of the participating [State Historic Sites](#) or [State Park properties](#).
- Projects must have minimum impact on State Historic Site and DNR staff and property. Prospective applicants must consider this minimum impact when planning the project. The purpose is to encourage compatible on-property activities to minimize adverse effects on the park or historic site.
- Projects must provide a foundation from which to protect site resources while providing for meaningful art visitor experiences.
- Projects may consist of one or more specific events or activities; it may be part of an applicant's regular season or activities.
- Projects do **not** have to be new. Existing projects can be just as competitive as new activities.
- Projects do not need to be large. This program welcomes small projects that can make a difference in a community.
- Applicants are encouraged to visit the state historic sites, state parks and forests to plan for your project proposal. Contact the park/historic site prior to visiting to arrange for entry and/or site info. Contact info for State Parks can be [found here](#), and contact info for Historic properties can be [found here](#).
- Applicants are encouraged to review the [DNR's online schedule of events](#) or [ISMHS events calendar](#) to help with project planning.
- Applicants are encouraged to allow for flexibility to accommodate weather conditions, event conflicts, etc. Grant recipients are responsible for engaging the property staff and grant manager to modify their funded project.
- Applicants are encouraged to understand requirements before applying. Grant recipients are responsible for researching and understanding the specific park/forest/historic site requirements.
- For DNR projects, grant recipients are responsible for all aspects of the projects and eligible projects must comply with the Indiana Administrative Code Title 312 Natural Resources Commission policies found on [this webpage](#).
- For Indiana State Historic Sites, grant recipients are responsible for all aspects of the projects and eligible projects must comply with the Indiana Administrative Code Title 313 Indiana State Museum and Historic Sites Corporation policies [found here](#).
- Grant recipients must comply with DNR rules and regulations for parks/forests found on [this webpage for state parks/forests](#). The Indiana State Historic Site properties are considered artifacts. Please discuss rules and regulations with individual historic sites.
- **Some restrictions include but are not limited to:**
  - Do not injure or damage any structure, rock, tree, flower, bird or wild animal. Do NOT gather limbs, brush or trees (either dead or alive) because they rebuild the natural humus. \*Check with each specific property for resources that might be available for your project.

- For DNR Properties, balloons and permanent pieces of artwork are prohibited.
- For DNR Properties, some commercial filming and photography will require permit with payment. Permit must be submitted at least 90 days before production.
- Commercial photography shoots are not free of charge and requirements and fees vary by division.
- Indiana State Historic Sites require permits and/or payment for commercial filming and photography. Contact individual site managers for details.

#### **Resources – Parks and Forest / DNR**

- [Map of Participating State Parks and Forests](#)
- [Participating Property Profiles](#)
- [Contact Information](#)
- [Indiana DNR webpage](#)
- [Indiana Administrative Code Title 312 Natural Resources Commission policies](#)
- [DNR Rules and Regulations](#)
- [DNR policy and guidance on photography, motion picture and photo gallery](#)

#### **Resources – Indiana State Historic Sites**

- [Participating Property Profiles](#)
- [Contact Information](#)
- [Indiana State Museum and Historic Sites webpage](#)
- [Indiana Administrative Code Title 313 Indiana State Museum and Historic Sites policies](#)

#### **Additional Inspiration**

- [National Park Service Arts in the Parks and Historic Sites – Be an Artist-in-Residence](#)
- [National Park - Grand Canyon's Artist-in-Residence Program](#)
- [National Park Interviews with artists-in-residency](#)
- [National Park Service Story – The Nature of Art: Communicating Park Science, Nature and Culture through Art](#)
- [National Park Service Story – Artists Spotlight Alaskan Wilderness](#)
- [Alaska Department of Natural Resources – Arts in the Parks and Historic Sites](#)

## **Application Review Criteria**

After receipt of completed application, the IAC will review your materials to ensure eligibility and that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), your application may be ineligible for panel review.

#### **Panel Review**

Each eligible application will be reviewed and scored by a conflict-free panel comprised of both arts, historic site, and environmental professionals. The panel review will be open to the public and will be recorded. All recordings will be posted on the IAC website. Applicants are invited and encouraged to attend to hear feedback. The quality of the recorded session is not guaranteed but will be posted and made publically available. Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during or after the panel meeting. The panel meeting and location will be [posted here](#).

The panel review will be based on the number of applications received and type of projects or disciplines. Each individual artist will choose their discipline within the application. If you are a folk artist, there is an additional question you can choose to respond in order to determine eligibility for the folk discipline. Artists with disabilities may apply in any arts discipline. Applicants will be paneled with other access applications and will compete for the same funding source.



## Evaluation Criteria

Applications will be scored on a 100-point scale by the panel. The scores will be included as part of a funding formula to assist with the allocation of grant awards. Applications with a score of 75 or over will be eligible for funding. [Evaluation criteria details can be downloaded as a PDF by clicking here.](#) Information submitted in the application will be reviewed according to the following evaluation criteria:

- **Feasibility: 25 Points** Extent to which applicant demonstrates ability to successfully design and implement the project
- **Cultural Asset and Natural Environment Impact: 25 Points** Extent to which applicant demonstrates arts experiences consistent and appropriate for the state park/forest/historic site property
- **Public Benefit & Community Impact: 25 Points** Extent to which the project engages audiences in the park/forest/historic site and provides meaningful arts experiences
- **Artistic Quality: 25 Points** Extent to which the project demonstrates artistic quality and is culturally beneficial

## Grant Award Determination

Following the panel meeting, a Commission-approved funding formula is applied that takes into consideration the panel's ratings, number of eligible applicants, and available funds to determine specific grant recommendations. The Indiana Arts Commission will review and ratify the funding recommendations at its December quarterly business meeting. Commission meetings are open to the public for observation and may be recorded. All applicants will be notified after the Commission ratifies the grant recommendations.

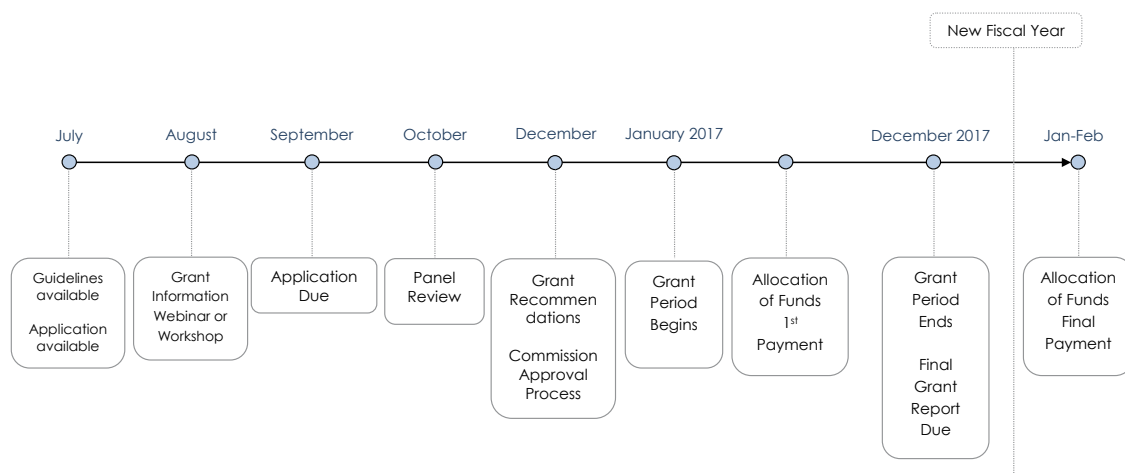
## Reconsideration Policy and Appeal Process

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal. [For more information refer to the IAC's FAQ Webpage.](#)

## Grant Payment Schedule

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the first Calendar Year total award. The second and final Calendar Year grant payment will be for 25% of the total award. It may take approximately three months from the time the correctly completed forms are submitted until the recipient receives the payment. If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirement, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

## Visual of the Program Timeline



## Applicant Eligibility Requirements for Organizations

Applicant requirements and restrictions for organizations include but are not limited to:

- Must be a private, nonprofit, tax-exempt agency, 501(c)(3) status from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city, county, or state government);
- Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an Indiana address, and provide all IAC funded arts activities in Indiana.
- An eligible tax-exempt organization may act as a fiscal sponsor/agent for an organization that has not secured their federal tax-exempt status. Please contact the program manager if you will be using or acting as a fiscal agent for an application.
- Must be incorporated in the State of Indiana at the time of application;
- Must have an Indiana address;
- Must have a governing body that is representative of the organization's service area; and,
- Must not have any outstanding Final Grant Reports due to the IAC or a Regional Arts Partner.

### Restrictions/Ineligible Applicants

Only one application is allowed per organization, 501(c)(3), for the Arts in the Parks and Historic Sites program. If special funding opportunities arise, some deviation from this rule may be permitted on a case-by-case basis at the discretion of the IAC and the funding source. Public entities, chapters/affiliates, and fiscal agent relationships will be handled on a case-by-case basis.

Current Arts Project Support (APS) grant recipients may apply for Arts in the Parks and Historic Sites; however, the project must differ from their active funded project. The submitted application and electronic signature is the organization's indication that its representatives have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.

### Fund Restrictions

#### Acceptable funding expenses for Organizations

The funding from the grant award may be used to support most aspects of arts program project and/or service expenses (not including capital expenses). Acceptable expenses include artistic fees; administrative fees; space and equipment rental; travel; facility rental; promotional costs; and production costs, supplies, etc. needed to support the project activities.

#### Unacceptable funding expenses for Organizations

The grant award funding may not be used to cover unacceptable expenses that include: cash reserves; deficit reduction, or deficit elimination; events in private dwelling places or other locations not open to the general public; consumable supplies and materials not directly related to the project; capital acquisitions (purchase of artwork, etc.); capital expenditures; equipment, restoration, or new construction of buildings; travel outside the United States; indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities; projects to be delivered outside the State of Indiana; project expenses outside the grant period; and activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

## State/Program Reporting Requirements for Organizations

Grant recipients must be able to meet the program requirements to maintain good standing and insure grant compliance and proper use of awarded funds with the state.

- **Financial/Official forms:** Grant recipients are required to complete a grant agreement as well as additional paperwork associated with state and federal grant processes/requirements. Detailed information can be found on the [IAC's Contracts & Required Documents webpage](#). Contact the IAC if you have additional questions.



- **DUNS Number:** All applicants must have a DUNS number to complete an application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses. Call or use the following link to apply for a free DUNS number at: <http://fedgov.dnb.com/webform>.
- **Form E-1, Business Entity Report, IRS W-9 and Direct Deposit Form:** IAC grantees are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts (organizations and individuals), maintain an active [Business Entity Report](#) with the Indiana Secretary of State (not individuals), and accurately complete [IRS W-9](#) and [Indiana's Direct Deposit form](#) for payment.
- **E-Verify Memorandum of Understanding (SEA 590):** [Senate Enrolled Act 590 \(SEA 590\)](#), signed into law by Governor Mitch Daniels in May 2011, stresses that state agencies cannot award a grant of more than \$1,000 to a grantee unless the grantee documents enrollment and participation in the E-Verify program, affirming that a grantee does not knowingly employ an unauthorized alien. Your organization must comply with this legislation upon acceptance of your grant or you risk losing the grant and rescinding of any funds paid. You can find more information at the [E-Verify website](#).
- **Accessibility:** Grant applicants are required to assure that all arts programs, services, and activities made possible with Indiana Arts Commission funding and all facilities in which such programs, services, and activities are held (whether owned, leased, or donated to the Applicant) will be accessible to people with special needs, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted. The Accessibility Self-Assessment Checklist guide can be found [here](#).
- **Four Public Official Letters:** Grant recipients are required to write at least four letters to their [local, state legislators and the Governor](#) to thank them for making these funds available each year. Grantees will mail one letter to the Governor and the other three to state legislators from counties served by the organization. The first two letters are due with the signed grant agreement. The final two letters are due with the final grant report. For details and examples refer to the [IAC's website](#).
- **Grant Modification (if change is necessary):** During the grant period and prior to making changes to the funded project, grantees **must notify** the appropriate IAC Program Manager of any changes that may affect the funded project/grant. A Grant Modification Form would be necessary if the change would include a 20% budget total income or total expense variance or any changes from your original application regarding personnel, project/grant dates (timeline), or scope of activities, etc. Contact the IAC Program Manager who will review the changes and determine if a Grant Modification is necessary. Grantees may be required to return grant money to the IAC if this procedure is not followed.
- **Acknowledgements & Recognition Requirements:** Grant recipients are required to include IAC, DNR and/or individual historic site (depending on location of project) logos for acknowledgment and credit on all printed documents related to the funded project. To download the logos visit the Logos & Credit Guidelines section of the [Arts in the Parks and Historic Sites webpage](#). Contact the IAC Director of Marketing and Communications by phone at 317.232.1273 or by email at [rvanzant@iac.in.gov](mailto:rvanzant@iac.in.gov) if you have any questions or need an alternative version of a logo.
- **Final Report:** All grantees must submit a completed Final Report due January 16, 2018 at 4:30 PM (EST). The Final Report is accessible through the [IAC online grants system](#). For grant recipients that do not submit a report by the deadline, the following will result:
  - **For reports up to one week late,** an automatic 15% will be deducted from the grantee's total grant award;
  - **For reports later than one week and up to two weeks late,** the entire final grant payment will be rescinded and;
  - **After two weeks,** the grantee's full grant will be rescinded, and the grantee will be ineligible to receive funds for the next cycle of any IAC grant opportunity.
- **Monitoring/Records Retention and Tax Responsibilities:** Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue

Service office. Grant monies cannot be used to pay taxes.

- **Public Manifestation, Fair Labor, Drug Free, and Civil Rights:** The electronically-signed Grant Agreement indicates that the organization and its representative understand the detailed information [provided at this link](#) and are in compliance with these laws.
- **Clearance Check Requirements:** All grantees must go through a mandatory clearance check to ensure that they are in good standing with the Department of Revenue (DOR) and Department of Workforce Development (DWD). If the clearance is denied, the grantee will be contacted by the IAC and provided with contact information to assist in resolving the issue. The IAC allows up to 30 days to rectify the problem. At the end of this deadline, the clearance check will be performed again. If the clearance check is denied a second time, grantees risk losing funding for the Calendar Year.

## Applicant Eligibility Requirements for Individuals

Applicant requirements and restrictions for individuals include but are not limited to:

- Must be 18 years or older;
- Must be currently living in Indiana and for one year immediately preceding the date of application;
- Must be and remain an Indiana resident during the grant period;
- Each individual artist is required to select a discipline when applying. All art disciplines are available for funding for this funding cycle.
  - **Dance**      • **Photography**      • **Interdisciplinary**      • **Multidisciplinary**      • **Design Arts**
  - **Music**      • **Media Arts**      • **Folk/Traditional**      • **Theatre**      • **Crafts**
  - **Literature**      • **Opera/Musical Theatre**      • **Humanities**      • **Visual Arts**
- **Folk Arts:** Folk Art category is typically for artists who learned an art form that is passed down through generations from the traditions of a particular culture. This includes the manner in which a traditional craft or art form is learned, the mastery of the teacher(s), the length of study, and the context for passing down the traditional artistry. When applying in the Folk Art category applicants are required to answer an additional question and will be paneled with other Folk Art applications and will compete for the same funding source.
- **Artist Access:** Artist Access category includes artists with disabilities. Artists with disabilities may apply in any arts discipline. When applying in the Artist Access category applicants are required to answer an additional question and will be paneled with other access applications and will compete for the same funding source.

### Funding Restrictions

#### Acceptable funding expenses for Individual Artists

The funding from the grant award may be used to support most aspects of arts program project and/or service expenses. Acceptable expenses include artistic fees; space and equipment rental; travel; facility rental; promotional costs; and production costs, supplies, etc. needed to support the project activities.

Only one application is allowed per individual artist for the Arts in the Parks and Historic Sites program. If special funding opportunities arise, some deviation from this rule may be permitted on a case-by-case basis at the discretion of the IAC and the funding source.

Current Individual Artist Program (IAP) grant recipients may apply for Arts in the Park and Historic Sites; however, the project must differ from their active funded project.

The submitted application and electronic signature is the individual's indication that you have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.

#### Unacceptable funding expenses for Individual Artists

The grant award funding may not be used to cover unacceptable expenses that include: events in private dwelling places or other locations not open to the general public; consumable supplies and materials not related to the project; capital acquisitions or equipment items that are \$500 or more could be considered an asset and ineligible expenses; capital expenditures; travel outside the United States; projects to be delivered outside the State of Indiana; project expenses outside the grant period; and activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

## State/Program Reporting Requirements for Individual Artists

Grant recipients must be able to meet the program requirements to maintain good standing and insure grant compliance and proper use of awarded funds with the state.

- **Financial/Official forms:** Grant recipients are required to complete a grant agreement as well as additional paperwork associated with state and federal grant processes/requirements. Detailed information is provided on the IAC's [Contracts & Required Documents webpage](#). Contact the IAC if you have additional questions.

- **Form E-1, IRS W-9 and Direct Deposit Form:** IAC grantees are required to file an Entity Annual Report (Form E-1) with the State Board of Accounts (organizations and individuals), and accurately complete [IRS W-9](#) and [Indiana's Direct Deposit form](#) for payment.
- **Accessibility:** Grant applicants are required to assure that all arts programs, services, and activities made possible with Indiana Arts Commission funding and all facilities in which such programs, services, and activities are held (whether owned, leased, or donated to the Applicant) will be accessible to people with special needs, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted. [The Accessibility Self-Assessment Checklist guide can be found here.](#)
- **Two Public Official Letters:** Grant recipients are required to write at least two letters to their [local, state legislators and the Governor](#) to thank them for making these funds available each year. Grantees will mail one letter to the Governor and the other one a state legislator from counties served based on your local residence. The first letter is due with the signed grant agreement. The final letter is due with the final grant report. [For details and examples refer to the IAC's website.](#)
- **Grant Modification (if change is necessary):** During the grant period and prior to making changes, grantees **must notify** the appropriate IAC Program Officer of any changes that may affect the funded project/grant. A Grant Modification Form would be necessary if the change would include a 20% budget total income or total expense variance or any changes from your original application regarding personnel, project/grant dates (timeline), or scope of activities, etc. Contact the IAC Program Manager who will review the changes and determine if a Grant Modification is necessary. Grantees may be required to return grant money to the IAC if this procedure is not followed.
- **Acknowledgements & Recognition Requirements:** Grant recipients are required to include IAC, DNR and/or individual historic site (depending on location of project) logos for acknowledgment and credit on all printed documents related to the funded project. To download the logos visit the Resources section of the Arts in the Parks and Historic Sites webpage. Contact the IAC Director of Marketing and Communications by phone at 317.232.1273 or by email at [rvanzant@iac.in.gov](mailto:rvanzant@iac.in.gov) if you have any questions or need an alternative version of a logo.
- **Final Report:** All grantees must submit a completed Final Report due January 18, 2018 at 4:30 PM (EST). The Final Report is accessible through the [IAC online grants system](#). For grant recipients that do not submit a report by the deadline, the following will result:
  - **For reports up to one week late,** an automatic 15% will be deducted from the grantee's total grant award;
  - **For reports later than one week and up to two weeks late,** the entire final grant payment will be rescinded and;
  - **After two weeks,** the grantee's full grant will be rescinded, and the grantee will be ineligible to receive funds for the next cycle of any IAC grant opportunity.
- **Monitoring/records retention and tax responsibilities:** Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.
- **Public manifestation, fair labor, drug free, and civil rights:** The electronically-signed Grant Agreement indicates that the individual understands the [detailed information provided at this link](#) and is in compliance with these laws.
- **Clearance check requirements:** All grantees must go through a mandatory clearance check to ensure that they are in good standing with the Department of Revenue (DOR) and Department of Workforce Development (DWD). If the clearance is denied, the grantee will be contacted by the IAC and provided with contact information to assist in resolving the issue. The IAC allows up to 30 days to rectify the problem. At the end of this deadline, the clearance check will be performed again. If the clearance check is denied a second time, grantees risk losing funding for the Calendar Year.

## For more information

We encourage you to attend a grant information webinar and visit the park/forest/historic property in preparation to apply for the Arts in the Parks and Historic Sites program.

### Program or Application questions?

Paige Sharp  
Director of Programs | Interim Accessibility Coordinator  
Indiana Arts Commission  
**Phone** (317) 232-1279  
**Email** [psharp@iac.in.gov](mailto:psharp@iac.in.gov)

### Technical, online system, contract, or payment questions?

Adrian Starnes  
Grant, Research and Information Technology Manager  
Indiana Arts Commission  
**Phone** (317) 232-1278  
**Email** [astarnes@iac.in.gov](mailto:astarnes@iac.in.gov)

If you have a specific park/forest/historic property question please email [Artsintheparks@dnr.IN.gov](mailto:Artsintheparks@dnr.IN.gov).